



# ***Evaluation Entry System Overview***

Module 5: EES Overview

as of 18 April 2015

Good morning/afternoon. My name is \_\_\_\_\_. I'm the \_\_\_\_\_ at \_\_\_\_\_.

Today I'm going to provide you an overview and demonstration of how to access and navigate the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE



## *Agenda*

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- Accessing EES
- Landing Page
- OER
- NCOER
- Recent Activity
- Tools
- Evaluation Support and Help
- External Links and Resources

Unclassified

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The topics we will cover today range from how to access EES, how to leverage its different sections, tools and resources.

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## ***Evaluation Entry System (EES)***

<https://evaluations.hrc.army.mil/>  
(EES website)

NCOER training URL will be released on / about 29 May 2015  
and will remain active until mid-August 2015

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EES is an online data entry system that enables Leaders to create, complete, edit, submit and track evaluations. It is web enabled, works from any PC or MAC and can be used from home as long as AKO certificates are installed

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the second website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

**We project to open the EES website for NCOER functions on 1 September 2015.**

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# EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

FOUO - Unclassified

**Evaluation Entry System**  
U.S. Army Human Resources Command

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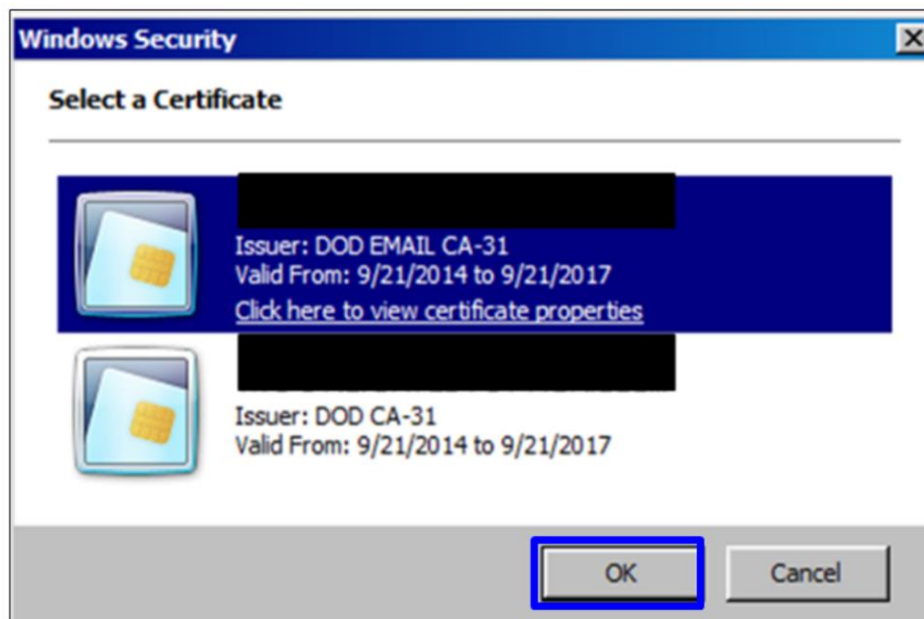
This is the EES home page.

In order to access it, you must first agree to the terms of the User Agreement.

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# EES Digital Credentials




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Once you agree to the Users Agreement, you must select your certificate and click OK.

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# OER

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Main Menu ▾
Profiles ▾
New OER Training ▾

**Support Links:**

**Evaluation Support and Help**

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

**External Links and Resources**

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

**Welcome to the HRC Evaluations Entry System**  
Please select an option below:

OER	NCOER
<a href="#">Create OER Support Form</a>	<a href="#">Create NCOER Support Form</a>
<a href="#">Edit OER Support Form</a>	<a href="#">Edit NCOER Support Form</a>
<a href="#">Create New OER</a>	<a href="#">Create New NCOER</a>
<a href="#">Continue/View Active OERs</a>	<a href="#">Continue/View Active NCOERs</a>

**TOOLS**

<a href="#">View Profiles where I am a delegate</a>	<a href="#">View my Rater and Senior Rater Profile</a>
<a href="#">Manage Rating Chain</a>	<a href="#">View Forms</a>
<a href="#">Signature Removal</a>	<a href="#">Manage Delegates</a>
<a href="#">Request ERS Access</a>	<a href="#">Evaluation Status and Management Tools (ERS)</a>

**Recent Evaluation Activity:**

Rated Soldier	Your Role	Thru Date	Status

**Recent Evaluation Support Form Activity:**

Rated Soldier	Role	Thru Date

Unclassified
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From the EES Landing Page, users can navigate to a variety of sections, forms, tools, and resources.

The OER section enables users to create OER Support Forms, edit OER Support Forms, Create New OERs, and continue / View Active OERs.

This section is fully operational on the EES website.

NEXT SLIDE



# NCOER

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

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- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
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- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER	NCOER
Create OER Support Form	Create NCOER Support Form
Edit OER Support Form	Edit NCOER Support Form
Create New OER	Create New NCOER
Continue/View Active OERs	Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Manage Delegates
Request ERS Access	Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
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Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

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The NCOER section enables users to create NCOER Support Forms, edit NCOER Support Forms, Create New NCOERs, and continue / View Active NCOERs.

This section is will be operational on the EES website on 1 September 2015. Until then, it can be accessed at our training environment website.

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# Recent Activity

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

**Evaluation Support and Help**

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

**External Links and Resources**

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- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

**OER**

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

**NCOER**

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

**TOOLS**

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

**Recent Evaluation Activity:**

Rated Soldier	Your Role	Thru Date	Status
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**Recent Evaluation Support Form Activity:**


Rated Soldier	Role	Thru Date
---------------	------	-----------

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The Recent Activity section enables users to see and quickly access the last 10 recently accessed Evaluations (OERs and NCOERs) and Evaluation Support Forms (OER and NCOER Support Forms).

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# Tools

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Main Menu ▾
Profiles ▾
New OER Training ▾

**Support Links:**

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- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

**External Links and Resources**

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- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

**Welcome to the HRC Evaluations Entry System**  
Please select an option below:

**OER**

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

**NCOER**

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

**TOOLS**

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

**Recent Evaluation Activity:**

Rated Soldier	Your Role	Thru Date	Status

**Recent Evaluation Support Form Activity:**

Rated Soldier	Role	Thru Date


Unclassified
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The Tools section enables users to:

- View Profiles where you are a delegate
- View your own Rater and Senior Rater Profile
- Remove your signature from forms
- Manage your Delegates
- Access the Evaluation Reporting System (ERS) **for evaluation status and several powerful management tools. Experienced users can create and manage desktop dashboards tailored to their needs.**

-This section is fully operational on the EES website.

NEXT SLIDE



# Manage Delegates

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Main Menu ▾
Profiles ▾
New OER Training ▾

**Support Links:**

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- [Frequently Asked Questions](#)

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- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

**Welcome to the HRC Evaluations Entry System**  
Please select an option below:

**OER**

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

**NCOER**

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

**TOOLS**

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

**Manage Delegates**

Request ERS Access

Evaluation Status and Management Tools (ERS)

**Recent Evaluation Activity:**

Rated Soldier	Your Role	Thru Date	Status

**Recent Evaluation Support Form Activity:**

Rated Soldier	Role	Thru Date

Unclassified
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The “Manage Delegates” function enables the rating official to designate individual(s) to serve as a delegate(s). Depending on the permissions granted, the delegate is able to view profile(s), draft, edit, remove signatures, and submit evaluations on the rating official’s behalf. Each rating official can designate up to two administrators and no more than 10 total delegates. (Note: The delegate cannot sign for the rating official.)

A new feature for the New NCOER allows the rating official to designate up to two Senior NCOs to review and comment on all evaluation reports in which the rating officials render reports.

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## Manage Delegates (cont.)

**Manage Delegates**

Delegates for **Rater, Senior** in the role of **SENIOR RATER**

	Name	Manage Delegates	View Rating Profile	Edit and Submit Evaluations	1SG/SGM/CSM Reviewer	Start	End	
1.	Delegate, SR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20150415	20160415	<input type="button" value="Remove"/>
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**Instructions**

Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).

Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile

Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative personnel authorized to assist in the preparation and submission of evaluations.

Select the box under "Manage Delegates" to authorize adding names to this list.

Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.

Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.

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From the "Manage Delegates" page, the rating official will select "Add Delegate".

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## Manage Delegates (cont.)

### Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

DOD ID Number

Last Name

[Switch to search by SSN] ☐

Save

Cancel

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From the “Delegate Selection” page, the rating official will need a valid SSN (or DOD ID Number) for the person that will be managing the profile.

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## Manage Delegates (cont.)

**Manage Delegates**

Delegates for **Rater, Senior** in the role of **SENIOR RATER**

**Instructions**

Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).

Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile

Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative personnel authorized to assist in the submission of evaluations.

Under "Manage Delegates" to names to this list.

Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.

Select the box under "Edit and Submit

Name	Manage Delegates	View Rating Profile	Edit and Submit Evaluations	1SG/SGM/CSM Reviewer	Start	End	
1. Delegate, SR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20150415	20160415	<input type="button" value="Remove"/>
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**NOTE:** Ensure the Start Date is set to 20150901. If the Start Date is after this date, any evaluation/support form submitted prior to the delegation date will not be visible to the delegate.

As the rating official, ensure you select the role you are authorizing your delegate to view.

Each Rater and Senior Rater is authorized two (2) administrators who will be able to "Manage Delegates", "View Rating Profile", and "Edit and Submit Evaluations" to HQDA for processing. The administrator can assign up to eight (8) additional individuals to "Edit and Submit Evaluations" for a specific period of time (i.e., "Start/End Date") on the Rater and/or Senior Rater's behalf.

Note: The rating official or administrator must click "Update Permissions" to validate the transaction within EES. Delegate permissions are valid for one year by default and apply to all OERs and NCOERs for the rating officials.

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## Manage Delegates (cont.)

**Manage Delegates**

Delegates for **Rater, Senior** in the role of **SENIOR RATER**

**Instructions**

Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).

Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile

Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative personnel authorized to assist in the preparation and submission of evaluations.

Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.

Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.

Name	Manage Delegates	View Rating Profile	Edit and Submit Evaluations	1SG/SGM/CSM Reviewer	Start	End	
1. Delegate, SR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20150415	20160415	<input type="button" value="Remove"/>
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

In order to remove a delegate's permission(s), select your role (i.e., Rater, Senior Rater).

Click the "Remove" tab for the delegate and then click "Update Permissions" to validate the transaction.

NEXT SLIDE



# Support Links

Main Menu ▾ Profiles ▾ New OER Training ▾

**Support Links:**

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- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

**External Links and Resources**

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- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

**Welcome to the HRC Evaluations Entry System**  
Please select an option below:

**OER**

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

**NCOER**

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

**TOOLS**

View Profiles where I am a delegate

Manage Rating Chain

Signature Removal

Request ERS Access

View my Rater and Senior Rater Profile

View Forms

Manage Delegates

Evaluation Status and Management Tools (ERS)

**Recent Evaluation Activity:**

Rated Soldier	Your Role	Thru Date	Status
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**Recent Evaluation Support Form Activity:**

Rated Soldier	Role	Thru Date
---------------	------	-----------

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The Support Links section enables users to access training materials for EES, OERs, NCOERs and contact HRC's Appeals & Corrections, Evaluations Policy, and EES IT sections for support.

This section is fully operational on the EES website.

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# External Links and Resources

Main Menu ▾ Profiles ▾ New OER Training ▾

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- [Appeals and Corrections](#)
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**Welcome to the HRC Evaluations Entry System**  
Please select an option below:

**OER**

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

**NCOER**

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

**TOOLS**

View Profiles where I am a delegate

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Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

**Recent Evaluation Activity:**

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

**Recent Evaluation Support Form Activity:**

Rated Soldier	Role	Thru Date
---------------	------	-----------

Unclassified


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The External Links and Resources section enables users to access numerous references, both regulatory and functional.

This section is fully operational on the EES website.

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# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

### Support Links:

#### Evaluation Support and Help

- [Evaluation and Training Tools](#)
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- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

#### External Links and Resources

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### Welcome to the HRC Evaluations Entry System

Please select an option below:

OER

NCOER

Create OER Support Form

Create NCOER Support Form

Edit OER Support Form

Edit NCOER Support Form

Create New OER

Create New NCOER

Continue/View Active OERs

Continue/View Active NCOERs

### TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

### Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
Recent Evaluation Support Form Activity:			
Rated Soldier	Role	Thru Date	

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The Tool Bar section enables users to quickly return to the “Home” or EES Landing Page, access Profiles, and training materials.

This section is fully operational on the EES website.

NEXT SLIDE



## ***Check on Learning***

1. When can users access NCOERs and NCOER Support Forms on the EES website?
2. How many Evaluations can the user view in the Recent Activity Section?
3. How can the user view his / her profile?
4. How can the user contact HRC's "IT Expert?"

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At this time, discuss these questions.

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## Summary

- Accessing EES
- Landing Page
- OER
- NCOER
- Recent Activity
- Tools
- Evaluation Support and Help
- External Links and Resources

Unclassified

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During this briefing we covered how to access EES, how to leverage its different sections, tools and resources.

NEXT SLIDE



# Questions



Ask an IT Expert:

[usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)

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Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to [usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)